

Aaron Guckian  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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## **BOARD MEETING MINUTES**

**Wednesday, October 23, 2013, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members present:</b>	<b>Guests:</b>
Aaron Guckian, Chairman	Brian King, P. E., Crossman Engineering
Gary C. Jarvis, Secretary	Ed Loffredo, J. H. Lynch & Sons
Peter Ginaitt	
Steve Sylven, P.E.	
Gary P. Marino	
<b>Staff present:</b>	
Janine L. Burke, Executive Director	Angelo Simone, Revens, Revens & St. Pierre
Scott Goodinson, Asst. Superintendent	Legal Counsel
Lynda Ortiz, Finance/Customer Serv. Mngr.	Mathew Solitro, Collection Systems Manager
William Miranda, Admin. Technical Assistant	Lynn F. Owens, Administrative Coordinator

- 1. Call to Order** At 5:33 p.m. Chairman Guckian called this meeting to order.
- 2. Pledge of Allegiance** All those in attendance rose to salute the American flag and recited the Pledge of Allegiance.
- 3. Open Call to go into Executive Session Pursuant to RIGL 42-46-5 (a) (2) to discuss litigation.**

ACTION: Secretary Jarvis moved that the Warwick Sewer Authority convene in executive session in accordance with the Rhode Island General Laws 42-46-4 and 42-46-5 (a) to discuss litigation. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 5:34 p.m. the WSA Board entered executive session.

At 6:14 p.m. the WSA Board returned to open session.

**4. Return to Open Session: Vote to seal the minutes of the executive session in accordance with RIGL 42-46-4 and 42-46-7.**

ACTION: Secretary Jarvis moved that the minutes of the October 23, 2013 executive session be kept closed in accordance with Rhode Island General Laws 42-46-4 and 42-46-5 (a) (2) discussing litigation. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**5. Approval of Minutes**

- a. Approval of minutes from the regular meeting held September 23, 2013.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**6. Collection System Division**

- a. Cedar Swamp Pump Station improvements: progress report

Director Burke stated we should have the easement to work on state land very shortly.

- b. Collection System Evaluation/Technical Assistance/Capital Improvement Plans

Mr. Solitro provided an overview of the recent emergency with the pressurized line on Lakeshore Drive including WSA's response and infrastructure repair. He stated as a result of the air release valve being closed many years ago in response to odor complaints, hydrogen sulfide gas had been collecting in the line for years, eroding the pipe. He stated WSA excavated the line and discovered a seven-and-one-half foot (7 ½') crack on the top of the concrete pipe. He stated the pipe was repaired using hydraulic cement and epoxy coating.

Director Burke stated she asked Mr. Solitro to get estimates on a pipe evaluation or inspection of this line; estimates were very high. Mr. Solitro inquired with a pump company about bypass options. He stated staff is considering all options, including installation of a redundant pipe.

The Board expressed their concerns about potential environmental impacts of infrastructure failures.

Director Burke stated we have funds in the capital account, set aside for rehabilitation of the 48" line under Interstate 95. She stated we should contract for a vulnerability assessment to identify and prioritize infrastructure improvements to better manage our assets, with the goal of

avoiding emergency failures and the corresponding response expenses. She stated a request for proposals must be prepared, but in the interim, we'd like to engage a few professional consultants to comment on our options. Mr. Ginaitt and Chairman Guckian suggested WSA inquire with Narragansett Bay Commission on available services and already prepared Requests for Proposals (RFP) for asset management and infrastructure needs assessment and improvements. Director Burke stated we need to conduct condition assessments, criticality assessments, and identify appropriate technologies to use in given situations.

**c. GIS Presentation**

Director Burke and Mr. Miranda demonstrated the WSA GIS system to those in attendance. Director Burke spoke to the Board about GIS, the benefits of GIS, and what it can be used for. She reviewed the data WSA has currently available (which Mr. Miranda displayed) and gave some examples of how it is being used. She also spoke to data WSA wants to add to GIS and the benefits of continued and increased investment in GIS.

An open invitation was made to the Board members to visit WSA and sit with Mr. Miranda to view the system at his desktop.

**7. AWT-Phosphorus & Flood Control Project, Contract No. 91**

**a. AECOM to submit progress report and updated combined schedule**

The Board received copies of the progress report and schedule. Director Burke stated we should see 90% design plans for the levee improvements soon. AECOM provided revised cost estimates for use in the Plan Review Fee by the City of Warwick, continued their work on the RIDEM Wetlands permit, the Stormwater Protection Plan and the permitting plan, continued work on stormwater report necessary for the RIDEM permit, received comments from RIDOT on design package, and held ongoing discussions with Neuros regarding the blower repairs and extended warranty.

**8. Flood Protection and Mitigation**

**a. Bellows Street Pumping Station**

**i. Crossman Engineering to submit progress report**

Mr. Brian King, P. E., Crossman Engineering and Mr. Ed Loffredo in attendance. Color pictures of the work site were shared with the Board, as well as the updated schedule. Mr. King reviewed his report on progress made at the site:

- Within the past month, J. H. Lynch has maintained dewatering operations on site.

- The reinforced cast in place pile cap has been installed.
- The lower sections of the precast wet well have been installed.
- The lower areas within the cofferdam have been backfilled, compacted and tested.
- Construction is ongoing within the cofferdam to remove the sheeting supports allowing for continued backfill and compaction.
- Currently, Lynch is installing the first sewer manhole and preparing the wet well area for installation of the mid sections of the precast building.
- Upcoming construction activities:
  1. Install second sewer manhole and sewer gravity line into wet well
  2. Install water service
  3. Install sewer force main from wet well to connection point
  4. Continuing backfill of the cofferdam area
  5. Install mid sections of the precast building

Mr. King and Mr. Loffredo answered Board member questions.

- ii. Contract Amendment: Construction Administration/Observation  
Crossman Engineering: increase value due to additional construction administration and observation

ACTION: Held from last meeting.

Crossman Engineering submitted a proposal for contract amendment/continued funding for construction assistance on the Bellows Street pumping station. The initial contract was for a project duration of eight months; the expected project duration is now seventeen months. Additional man-hours are required due to the delays in dewatering, a critical path task in the construction project. Director Burke provided a recommendation memo on the contract amendment (#3).

Clarification was made that some of the additional charges are for supplemental services of a geo-technical engineer's review and oversight of the dewatering process.

Crossman will clarify the reasons for the contract amendment and resubmit a new contract amendment for consideration and vote at the November Board meeting. No action taken.

Mr. Sylven asked about the preparation, presentation and computer preservation of inspection reports, and what the contract specifies in regards to those reports. Chairman Guckian suggested those reports be sent to WSA.

- iii. Change Order No. 3: J. H. Lynch & Sons, Inc.  
Extension of contract end date

ACTION: Held from last meeting.

Director Burke stated WSA has still not seen this request on the appropriate form. She stated this item will be changed to Change Order No. 5, as two others have already been submitted for consideration, and will be flagged as change orders 3 and 4.

Change orders will be considered at the November meeting.

## **9. Operations and Maintenance Division**

- a. Award of Contract: Master Load Response Service Agreement

ACTION: Continued from 8-22-13 mtg.

Director Burke stated the assistant superintendent found a few other entities offering the same service. She stated as a result of our due diligence, WSA will receive an additional revenue share from Constellation Energy (now 70%), the recommended service provider.

Mr. Ginaitt made a motion to accept the contract with Constellation Energy. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Award of Contract: WSA employee uniform contract

ACTION: Director Burke stated we are seeking permission to enter a three-year contract with Aramark Uniform Services to provide uniforms for union employees as specified by the agreement between the City of Warwick and RI Council 94, AFSCME AFL-CIO Local 1651.

Mr. Ginaitt moved to amend the contract document to provide for a three year contract, rather than five years. All other contract terms remain the same. Mr. Jarvis seconded the amendment. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted to accept the amendment.

Mr. Ginaitt moved to approve the three-year uniform contract with Aramark Uniform Services. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved

## 10. Billing Services

### a. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Jeffrey & Sandra Toth	26 Wildrose Court Plat 306 Lot 275	Property not tied in properly by drain layer. Only 1/3 of water consumed was returned to WSA for treatment. Drain layer has corrected the problem.	\$609.07

ACTION: Director Burke explained the situation to the Board. She stated going forward, dye testing will be conducted to confirm that all flows are being captured and conveyed to the public sewer system.

Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

### b. Sewer Assessment Deferment

Name	Service Address	Reason	Amount
City of Warwick	v/l Winter Avenue Plat 332 Lot 483	City owned parcel.	\$2,080.00

ACTION: The Board discussed the practice of deferring assessments on city owned property, as well as parcels held by non-profit entities and religious corporations. Assessments are also deferred for those on the circuit breaker program, those using new ISDS systems, and parcels over an acre. This item will be tabled for the next meeting.

### c. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Ellen Tragar	7 Dalia Street Plat 307 Lot 405	Recorded deed documents 80 foot frontage; originally assessed on 90 feet. Private funds used to install sewer line; assessed at 53%.	\$434.60
City of Warwick	v/l Point Street Plat 333 Lot 40	Owned by City and zoned Open Space. Reassess if ever developed.	\$2,200.00

ACTION: Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## 11. Administrative Items

- a. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects

ACTION: A revised resolution will be drafted for the Chairman's signature, reflecting the spelling of language used in the existing law (therefor). Mr. Ginaitt moved approval of the resolution in support of revenue bond issuance for new sewer construction. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**b. Director's Report**

- i. **Financial Report:** Mr. Sylven stated he's questioning the overtime numbers, and asked for a listing of employees that receive overtime. Director Burke stated emergency situations often lead to overtime (FY 2013: 40% operations, 30% maintenance, about 16% inspections). She stated we discovered that about 16% of our overtime budget reflected overtime performed by clerks in the tax collector's office, which she did not authorize. She stated she's had some discussions with the tax collector about the issue, and noted that some of the time was spent in preparation for the sewer tax sale (resulting in significant interest income). She stated going forward, we are trying to correct that issue (WSA does not budget for this overtime).

The Board discussed with Director Burke the "fringe benefits" account.

Chairman Guckian asked that the financial report be discussed in more detail at the November meeting.

- ii. **Administrative Schedule:** Director Burke reported that the Sewer Review Commission will hold a public meeting on October 30<sup>th</sup> at City Hall from 6:00 p.m. to 9:00 p.m. On November 13<sup>th</sup>, the City Council will consider bond fund authorization for sewer construction and facility upgrades and flood protection measures.

Mr. Ginaitt congratulated Chairman Guckian and Director Burke on their efforts with the Sewer Review Commission, and the collaborative nature of the Commission. He stated that getting the cooperation of the City Council members will yield real benefits.

Mr. Ginaitt stated we recommended the Commission remain active and participate in the WSA; he encouraged the Council to take part in what we are doing.

- iii. **2014 Board meeting calendar** (review draft): The Board will set the 2014 meeting calendar at the November meeting.

**c. Chairman's Report**

Chairman Guckian asked that the November Board meeting be held on Wednesday, November 20<sup>th</sup>. Mrs. Owens will coordinate the date change.

- i. **Sewer Review Commission:** Chairman Guckian thanked the staff, Janine and Lynn, for all their efforts with the Sewer Review Commission.

**12. Consent Agenda - Correspondence**

- a. WSA to RICWFA re: \$11,000,000 SRF Contract No. 91 (9-20-13)
- b. WSA Director's monthly report to Mayor Avedisian (9-23-13)
- c. WSA to M/M Sullivan re: unavailability of sewers in Potowomut (9-23-13)
- d. WSA Supplemental Notice of Meeting (10-1-13)
- e. WSA to City Council re: September 2013 monthly report (10-7-13)
- f. WSA sewer assessment abatements; Reg. 60 sewers extended using private funds (10-10-13)
- g. WSA to USEDA re: Bellows Street Quarterly Progress Report (10-15-13)
- h. WSA to RIEMA re: Hazard Mitigation grant application (10-16-13)
- i. WSA to West Warwick Sewer Commission: use of reserve capacity (10-17-13)

ACTION: The Board discussed the WSA procedure for abating a portion of sewer assessments where sewers are installed using private funds (WSA Regulation 60). Director Burke stated the developer pays for the new infrastructure, but is charged a reduced assessment contributing to the cost of the downstream infrastructure. She stated there are equity issues to be considered with this as well. She and Mr. Ginaitt encouraged the Board to look at this matter as part of the planned review of all WSA regulations.

Mr. Ginaitt moved approval of the consent agenda. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

**13. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Ginaitt inquired about the security and protection of the WSA facility. He asked that WSA look at acquiring digital cameras to secure critical areas of our facility. Mr. Solitro stated there are two cameras in use in the front and rear of the facility; there is an access control system in place at the gate and facility buildings. Mr. Ginaitt stressed the importance of maintaining the security records.



## **14. Old Business**

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Mandatory Sewer Connection Program/Connect Capable Fee
- d. Changes to Enabling Legislation: Mandatory Connections
- e. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- f. Infrastructure Improvement: 48" line under Rte. 95
- g. Update on status of future sewer construction
- h. Sewer Assessment Deferment Policy: Tabled from 6/13 mtg.
- i. Sewer Assessment policy regarding subdivisions: Tabled from 6/13 mtg.

DISCUSSION/ACTION: Director Burke stated Councilwoman Vella-Wilkinson has inquired with WSA about the septage hauling regulations, and plans to meet with her to discuss proposed changes to the state law.

Mr. Jarvis made a motion to accept Old Business. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

## **15. PUBLIC COMMENT PERIOD**

No public in attendance to comment.

## **16. Adjournment**

Mr. Jarvis moved to adjourn the meeting. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 8:38 p.m. this meeting ended.

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Gary C. Jarvis, WSA Secretary